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W/ Chief, Personnel Branch

23 November 1948

Acting Chief, FBIB

Request for Reclassification of Position at the West Coast Bureau, FBIB

1. It is believed that one of the positions of teletype operator, CAF-4 at the West Coast Bureau should be reclassified to grade CAF-5 because of increased duties and responsibilities which have evolved since the position was originally approved and allocated.

2. The West Coast Bureau employs seven teletype operators, all of which are classified at CAF-4. For proper supervision and training of the section it is necessary that one of these employees be of higher grade.

As Chief Operator this employee would be responsible to the Bureau Chief for proper routing and accuracy of teletype material, would arrange work schedules for his section, and would review the work of lower graded telegraphic typewriter operators.

The position requires alertness of mind, familiarity with overall FBIB requirements, technical skill, and ability to deal effectively with other employees.

3. It is therefore requested that this position be reclassified to Chief Telegraphic Typewriter Operator, CAF-5 with the understanding that it may be filled at CAF-4 for training purposes. Proposed new job description, prepared by the Chief, West Coast Bureau is attached hereto.

Attachment

cc: Chief, West Coast Bureau, FBIB

JRC/dt

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This document part of classified integrated file. NAME CHECK required prior to individual classification action.

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